

Selectmen's Meeting Minutes
Monday, June 13, 2016

At the Selectmen's Meeting held on Monday, June 13, 2016 at 6:30 p.m. the following people were in attendance: Mark Lufkin, Peter Corey & Wendy Hersom. There were approximately 12 members of the public in attendance.

Bob Stiles attended the meeting to discuss a water line that freezes on Maple Street every winter. Bob said he is proposing to replace that line with a line going across his property. Bob said he spoke with Bill Thompson, Water Superintendent, and he thought it was a good idea. Bob thought people on Maple Street had to run their water so it wouldn't freeze. The Board said we had not had any requests for abatements for running water on Maple Street. Bob said that It is a one-inch line that runs all the way up the last house. It is a private water line. Bill Thompson said that It would be a six inch line to have it replaced by the Town. Bob is asking permission to tap in to the 8 inch main. Peter said there is a fee to hook on to the town water line. Bob said this new line will alleviate people letting their water run so their lines are not freezing. Bill said there are indications they hit ledge when they put the current one inch line in. Mark asked if the Water Superintendent thought this was a good idea for the town to do. Bill Thompson said he thought it was a fair fix for the freezing problems. Bill said we don't any longer abate for running water, as some people abused it in year's past. We encourage them to fix the problem rather than run their water. This new lone would be one step towards fixing it. Bill said we have not charged people if they hook up to the line in a different location and discontinue an existing line. Bob said he remembers Saulnier's line freezing in the past. Wendy verified with Bill that this is accounted for water, as it goes through the meter. Bill said there is a guy who thaws the frozen lines, but if you hook DC up through a water line you can have a lot of issues. Bob said with the line he is proposing to put in you are going cross-country so no one will be driving across it. The current line is right in the side of the road and is driven over, which contributes to the line freezing. Bill Thompson said he feels Bob's proposal is better than what we currently have. Peter said he does not agree. Peter said he has seen that we jury-rig things all over town and we can do things cheap or do things right. In the ordinance it says it has to be buried a certain depth and can Bob meet the requirements for the materials that need to be used. There are sewer lines and water lines all over the place, curb stops not in the right place, and Peter said this just adds to the problem so he disagrees with allowing this. Wendy said her question is can he bury it five feet, six inches. Bob said that is not a problem. Wendy said if we give Bob a copy of the ordinance and as long as Bob meets the requirements of the ordinance, she does not have an issue in allowing him to hook up.

Wendy made a motion to approve Bob's request to replace the existing water line on Maple Street as long as Bob meets all the requirements of the Water Ordinance. The motion was seconded by Mark Lufkin. Wendy and Mark voted in favor of the motion, and Peter Corey voted no.

Noah Dew, Regional Sales Manager for Zenner Water Meters, and Paul Ferguson of Ferguson Waterworks out of West Lebanon attended the meeting at the request of Bill Thompson, Water Superintendent. Zenner manufactures the equipment and wants to talk about metering and new metering systems. Noah said the Town currently twice a year physically visits the properties and takes the meter readings. Bill Thompson said it takes approximately 2 ½ weeks to complete this process. There are two types of technology that are being implemented. You put a radio at each of the meters at

the home and read the meters, which would take about 2 to 4 hours. They are proposing a fixed network or AMI system (Advanced Metering Infrastructure). There is an article from WaterWorld that will explain the benefits of this system in a little more detail. Noah explained that they put up a few pieces of radio infrastructure with no costs for licensing. You have one collection point which will connect to the internet probably here. It will have a small box that can be mounted in a closet with an antenna on the roof and they put a radio that would be installed at every meter in town. The radio equipment is compatible with our existing meters. He said they would also like to supply the Town meters but it is not mandatory to change them out now. Meters older than 12 years old may need to be changed out. Anything less than that, you can leave them in service. They don't require changing of meters for their service. They are building an ad-hoc mesh network that is completed on the fly so they don't necessary have to be connected from the field. That is referred to a mesh-network, which they refer to as an ad-hoc network. They try to have a manageable data connection. With the infrastructure pieces five in total and those can communicate about two miles out. It is pretty easy to reach the whole town. They can be battery or ac installed. They prefer the power ones. Their technology is one of the most flexible ones. He said because of the mesh network the system is self-configuring. This technology core concept has been used since 2007. The physical device they have now is an expansion of that and has been in use for about 2 ½ years. The success rate has been extremely good. It is more of an asset management tool. If you have a leak develop, they can tell within a day so then you can contact the person or go shut off the water. Bill Thompson said it would only be the town utilizing the data. If something happens to one of the devices, they have a 20-year warranty, and the town would have to go physically and replace it. He said it is a 10 year bumper to bumper warranty and then an 11 to 20 year pro-rated warranty. They have a field battery that can be replaced. There are no moving electronics in it. The problem is usually with the battery. Bill Thompson said he wrote down a list of reasons why he thought this was good: we can view the system real-time, you can tell where the bulk of your water is going, you can compare that with your master meter. Software and analytics manage the data. Bill said that we have 610 meters. Marsha asked if this will increase our water bill—Marsha said it is already going up and another increase for this would be tough on the users. Noah said that with this system you can manage the water assets better and rate increase frequency can be managed better. Wendy said the water system is getting older and it needs upgrades. The current water rates have been too low to qualify for grants. We have a lot of deferred maintenance. Wendy said one of the complaints we are getting from the State is we are losing a lot of water. They look at loss water as well as the rates. This may increase our operational costs, but it may not correlate exactly with the water rates. Bill Thompson said the state recommends this for any type of loan we have to know where the water is going. Gerry Pons said this will help identify water loss and see where the loss is coming from. Gerry asked how would this have correlated with the Mt. View leak a couple of years ago. This may help users with usage. It is possible it can save the end-user a lot of money. It could curb the high usage bills so people would be on it sooner. Edie is wondering why is it so hard to find the loss water. She said she knows there is leaks in her back field because it so wet and swampy. Bill said often times you can't pin it down. Bill Thompson said for example Water Street in town the only way we can find a water leak on that line is when it comes to the surface. The problem is the river aquifer runs right there and unless it becomes a 100 gallon a minute leak you don't know that it is there. Peter asked about an interface with the water billing to show usage by the month. There is a utility software billing system. Smart Bill is another company that would do water billing as well. Bill said typically if people have a question about their water we have to wait a week and do the manual calculations and Bill said with this new system you can

print back 45 days of usage. Bill said we have a lot of high usage bills with leaks people don't know about in their homes. Peter was wondering if it would be more advantageous to go to more frequent billings. Gerry said with the current process of taking 2 ½ weeks to read meters twice a year, it would not be. Edie asked if this was smart meters, and Noah said no that we would use the current meters. Edie asked if this would even work even at places that don't get good cell service. Noah said that it would. Peter asked if there was someone close by using this system we could check with to see how they like it. The closest community who is using it is Portsmouth, N.H. It is a scalable solution.

Noah said that the drive-by is another technology—that is a meter reading tool not an asset management tool. You still have to drive around and collect the data. Bill said another advantage he had listed was instead of fixing 30 to 70 meters every time we have a billing cycle we would be looking at fixing them as they break. We would be notified immediately when a meter was not working or had been tampered with. They store the data indefinitely so we can go back and access it. It is encrypted data for security purposes. Nothing is stored out in the field other than meter readings and serial numbers.

Wendy asked about a price for this system. Noah said this is just an estimate because he was not sure on the number of meters we had. The meters we have would be compatible. Their radio is meter independent. They don't lock us into specific meters. Bill said at least 50% of the meters need to be replaced. They typically ask you to replace them within 20 years or 1 million gallons. Wendy asked about grant funding for this type of system. Gerry said CEDC are involved in the state revolving fund program. Bill said he has not looked in to the state revolving fund for meters. Bill said the problem with the state revolving fund is the deadline to apply is here or has gone by for this year. Gerry said through CDFA they have a new program and that is on a month to month basis. Gerry said they just talked about it at the CEDC Board meeting last week. Noah said that they work with a company called Government Capital Funding and you choose a pay-back period and know there is a certain amount of return and they will do a lease to own to get it all taken care of. Ed Betz said SRF & USDA funds are a possibility as well. The price is \$87,310 and we have to replace half the meters then it is a project cost of \$124,000. Edie asked if the whole town would be involved in paying for this. Wendy said it would depend on the funding sources and some of those may require that the users pay for it. Richard Wright said some of the increase in the water rate will go towards projects like this. Edie asked is it possible for the water/sewer rates to keep going up? Wendy said that is certainly a possibility. Wendy said the water/sewer rates in Whitefield are far lower than other towns. Bill said this would be an asset management tool and we have 47% of our water unaccounted for and Bill can't tell us what pipe that is going out now. Wendy said the Water Department does have some money set aside for projects and/or emergencies. Sondra Brekke said this sounds like a good tool to track our unaccounted water.

Edie said if you go around and find leaks in private service lines then whose responsibility is it to fix those lines? Bill Thompson said that from the main to the home it is the homeowner's responsibility. Edie said if that is the rule, then we should stick with it.

Bill said he got an e-mail from the public works user network that the Town of Gilford had a used generator for sale and Bill that it might be good for the Dodge well field. The state would like to see some type of back-up generator for that well. He would like permission to pursue this. Peter's question is it is a 1979—what type of condition is it in? Bill said he doesn't have any specifics on it, but would like to see what he could find out about it. Peter asked what a new modern generator would cost and Bill

said the cost is \$14,000. Mark said he looked at a single phase generator for \$14,000. How does it compare to something new and modern would be one of Peter's questions when Bill comes back with the details. Bill said it wouldn't be just for the water department. Bill said he was thinking of getting a trailer for it and it could be used at other locations as well. Bill thought he could build a trailer. Some of the well fields don't need to be run daily.

Mary Doherty sent in a request for an abatement of a portion of her water bill. Bill Thompson said she has had problems with her line freezing. Bill said that she has dug that water line up three times in the last five years, and she is gun shy now because it cost her \$700 each time to thaw her water. She has been running the water so it won't freeze so she is asking for an abatement. Wendy asked if this was a service line, and Bill said that it was. Peter doesn't see a basis for granting the abatement. It is her problem. Bill said the line runs down her driveway. It is setting right on ledge. Bill thinks it is freezing from the bottom. Bill said they do make a newer type of heater that is thermostatically controlled when they realize it is too cold. It is again on a private water line. Bill thinks it is deep enough down. Mark said the problem is it is running down the driveway. The Board agreed that we cannot abate the water bill.

Ed Betz attended the meeting to talk about the community kitchen and two handicapped bathrooms downstairs. Ed said that we received a Tillotson grant and it paid for the sprinklers, the plumbing the electric, ventilation system. It is sheet-rocked and ready to go. We got bids for the fixtures, counter tops, etc. and that was \$13,700 with \$7,500 is coming from a grant from USDA. USDA has strings and one of the strings is that we have to have an architect who stamp the plans upon completion of the project indicating that it will be ADA compliant. Ed said we have a budget of \$10,526 – we are about \$3,200 under budget. He was hoping to buy some tables and chairs. Ed said the idea is it is for community functions and emergency shelters and the occupancy rate is 190 people. Ed is hoping to have it rented out and is hoping the Lion's Club may use it for functions like they used to use the old town hall for. We are trying to replicate some of what we lost. Ed is asking to get the services of an architect. Ed contacted two in Vermont and Shawn got in touch with someone local and Ed wasn't able to get a price. Ed said a lot of the architects aren't happy with Whitefield because we went through third-party. Judy came up with Lavallee Brensinger Architects, and they gave us a proposal for \$2,500. Ed said one thing we don't have is the paddle to automatically open up the doors. The architect fee is \$2500. Gerry Pons asked who we are shipping this out to, and Ed said that Shawn has arranged for Doug Kilby to come and finish installing the plumbing fixtures. Gerry said we can make him responsible for code review. Ed said the plumbing stuff for this project is pretty minor—a sink and the toilets. Ed said we need someone to ride up and stamp the plan saying it is ADA complaint. Gerry said if you only need a stamp, the modular manufacturer should be able to do that. Ed said he already spoke to them and they cannot as it is in the downstairs portion. Gerry said he feels he can find someone who can do it cheaper. Gerry said he should be able to get an answer from someone by Friday. Tom Ladd said if we can do it cheaper with the same quality then fine. Tom said LaVallee Brensinger have done a lot of the library projects throughout the state, and they are a good firm. Gerry said that they do good work, but they are expensive. Peter said with our experience with the sidewalk project when we tried to do a process for less and then we didn't get it done in time, rather than risk losing \$5,000 because we don't get an answer in time. Wendy made a motion that if Mr. Pons is able to locate an architect by Friday, June 17th for the Scope of Services we need for less than \$2,500 we can go with that architect firm. Mark seconded the motion. All in favor of the motion.

Ed Betz presented the Board with a partial list of completed Whitefield Infrastructure Projects in the past 10 years. He said he feels the Town has accomplished a lot.

Peter felt that the Town Attorney and NHMA were not supplied with enough accurate information to make a determination on the Harris Sewer Operating Agreement. Peter said he thought that Dick came to the Town wanting to hook up to the system. He did not think the Town required him to hook-up. Wendy said we may need to research if there is documentation anywhere beyond the Agreement.

In reference to Morrison's contribution, we looked back at minutes and documentation of the discussion with Morrison and the \$70,000 Morrison agreed to contribute for the sewer upgrade was if they develop the property at 65 Littleton Road. upgrade was for if they did the

The Board approved the minutes of the 4/25/2016, 5/9/2016, and 5/23/2016 Selectmen Meetings.

Peter said that the sidewalk project we were pursuing with the TE grant was cancelled. There is another grant program coming around, the Transportation Alternatives Program (TAP). Peter said we haven't fixed the small pieces of ownership issue which was a problem the last time. Peter said the deadline to submit letters of interest is between June 1st and July 1st. The Board discussed do we need town meeting approval for ownership of those sidewalks? We had not determined fair market value for properties. We had been using the tax assessed value. We may need to hire an appraiser to come up with a value of those properties. We may be able to get those easements directly from the owners. Judy believes Ed had discussed this with the owners. Peter said he will discuss with Ed what we need, and if we do it before the grant we may not need to go through the market value process.

Peter said he spoke with CDFA about the LED street lights. Peter said we have 144 street lights which Eversource bills us for directly. To do the LED replacement, it will cost us \$38,453 with an incentive of \$14,300 with a NET cost of \$24,153. The payback is 2.3 years. The savings over 10 years is \$105,000. Marsha Lombardi said the town currently has dim street light, which is nice. Marsha is wondering if they would replace all the street lights with real bright lights? Marsha said she would hate to see the town get light pollution from these new lights. We have nice dim street lights now. If they get brighter it would be terrible. Marsha said there would be a lot of upset people if those lights would shine in to their windows at night. Peter said the representative would be willing to come to our August 22nd meeting and give us a presentation and review options that are available. You can have smart lights, which as it starts getting dark at night the lights come on and they would dim once it starts getting light out. Peter said if we do ahead and since they are going to be here changing lights, they would be able to work with any area businesses that might be interested. Mr. Wright asked if we have anything in our zoning ordinance that addresses lighting.

Bill presented a document to the document for the Sunderman's water line, and Bill said that he will give it to us on a regular invoice. Bill asked Peter if there was something in the ordinance he wanted changed. Peter said he does have some recommendations, which he said he would review with Bill.

Peter asked who raised the curb stop at the Old Mill Studio. Bill told him that Bob Stiles did. Peter asked if we gave him any of the parts, and Bill said that we did not. He supplied the materials.

Gerry had a question about the drawings for this building. Judy said she can forward to him what Ed sent out to the other architect.

Bill said he has notified the Sundermans that their permanent water line has been installed and that we need to remove the temporary line, but they have not responded to Bill. The Selectmen suggested that Bill notify them by certified mail, return receipt.

The Board agreed to pass over the complaint from Joe Desrochers, as they would like to go take a look at the issue.

The Board approved going ahead with getting the carpet commercially cleaned here at the town building. The price quoted was from Martin's Cleaning Service for \$427.65. Judy will schedule this as soon as possible.

The Board reviewed the proposed revisions to Section I – General Provisions of the Town's Personnel Policies & Procedures Manual. Some revisions were suggested by the Selectmen.

A motion was made by Wendy Hersom, seconded by Mark Lufkin, and unanimously approved by a roll call vote of Hersom, Lufkin, and Corey, at 8:40 p.m. to enter in to non-public session pursuant to RSA 91-A:3, II(c), matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting.

The Board decided to meet on Monday, June 20, 2016 at 4:00 p.m. in non-public session pursuant to RSA91-A:3, II(c), matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. The Board will be meeting with the Tax Collector to discuss tax deeding of property.

The meeting adjourned at 9:30 p.m.